

## Automotive Mechanic Position Description

### Major Duties and Responsibilities

Performs motor vehicle repairs for approximately 100 vehicles of six agencies subscribed to motor pool services under ICASS:

- 20% -- Examines request for vehicle maintenance and performs diagnostic tests to determine nature and extent of repair work necessary. Marks for repair all malfunctioning systems whether noted on request for vehicle maintenance or not.
- 30% -- Performs routine servicing and preventive maintenance work such as changing oil, replacing fuel, oil and air filters, and fuel pumps, and lubrication on vehicles scheduled for regular maintenance. Adjusts brakes, steering mechanisms, clutches, injector pumps, and ignition systems. Replaces defective parts such as filters, washers, fuel injection systems, hoses, fuel pumps, spark plugs, electronic spark modules, shock absorbers, etc. Changes and repairs tires.
- 40% -- Performs unscheduled maintenance and repairs such as major and minor overhauls and repair work to engines, transmissions, brake systems, springs, shock absorbers, steering mechanisms, electrical, fuel and hydraulic systems, wheel assemblies, and other vehicle components. Uses all typical tools and equipment of the trade, including testing and analysis equipment. Adjusts or replaces malfunctioning or defective parts as appropriate. May specialize in a particular area, such as automotive electrical systems, automatic transmissions, engine repair, etc. Performs skilled and difficult repair work, yet reports to supervisor when repair work is beyond the capability of the shop and needs to be sent out. Gets quotes for repair work from auto shops in town.
- 10% -- Completes required paperwork on repairs and maintenance for each vehicle. Keeps track of usage of spare parts in appropriate place on form. Notifies Automotive Mechanic Foreman when spare parts are needed. Prepares reports for Automotive Mechanic Foreman as requested. Operates a tow truck and a motor vehicle in the performance of his duties.